

**Summary of board training workshop topics presented to boards of trustees of community land grants by Arturo Archuleta (senior staff, NM Land Grant Council) and organized by the Council and the UNM Land Grant Studies Program since 2011**

No.	Title of workshop	Topics covered	No. of slides
1	<b>Financial reporting requirements for unit of government community land grant-mercedes</b>	The Audit Act; Tier requirements for audit reporting (tiers 1-7); contract approval for agreed-upon procedures or audit firm; procurement of firm; report and payment. DFA reporting: budgets; quarterly reports; financial statements; land grant annual report. Record keeping: bank accounts, vouchers, internal controls.	60
2	<b>Budgets: a how-to guide for land grants-mercedes</b>	What is a budget; which land grants must submit budgets to DFA; revenue certification; budget process; know who your DFA-LGD budget analyst is; fund accounting and categories; budget forecasting; example of a budget; determining year-end balance; formula for annualizing year-to-date totals; formula for calculating year-end totals; projecting next year's budget; preparing the proposed budget; filling out sample forms; holding public hearings on budget; adoption of budget; submitting a preliminary budget; closing out books for fiscal year; final budget adjustments; review and certification of budget by DFA-LGD; quarterly reporting; cash reconciliation forms; budget adjustment requests.	134
3	<b>Infrastructure capital improvement plan (ICIP)</b>	What is ICIP; benefits of an ICIP; example of ICIP projects; developing local ICIP; new rules for ICIP in 2003; filling out forms. [workshop spending time on-line and working with navigating the ICIP website and filling out forms.]	9
4	<b>Opening meetings Act</b>	Summary of Open Meetings statute; Quorums and quorum violations; rolling quorum; subcommittees; quorum by telephone; public notice; emergency meetings; Open Meetings Act resolution; posting requirements; meeting agenda; meeting minutes; recess and reconvene; closing a public meeting; sample public notice for closed meeting; public and heir participation at meetings; process tips for participation by heirs; process tips for participation by general public; violations.	98

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5	<b>Land grant statutes: General Provisions</b>	Management of Spanish and Mexican grants; definitions; application; board of trustees, management and powers; qualifications of trustees; election of members of board of trustees; voters' qualifications, registration; election of board of trustees - proclamation, process, election judges and clerks; canvassing votes; organization of board, bonds, vacancies; statutory requirements for meetings and quorum; sale or mortgage of common lands, restrictions; rights of lessees and purchasers; sale or trade of real property; submission of requests to the state board of finance; adverse possession; meetings to be public, annual report; vacancies; salaries of trustees, records, expenditures; removal from land grant-merced, delinquency, forfeiture; trespass on common lands or waters, injunctions; service of process for board members; failure of trustee to perform duties, penalty; Sevilleta de La Joya, applicable provisions; Anton Chico, rights of lessees and purchasers; establishment of community land grant registry, reporting requirements; additional laws affecting land grants.	72
6	<b>Land grant elections</b>	Statutes, summary; provisions in by-laws required by statute; election date; terms of office; registration of qualified voting members; registration books; preparing for an election; election proclamation; declaration of candidacy; candidate qualifications; verifying candidates; withdrawal of candidacy; registration books; closing of registration books; compiling registration books for election; preparation of ballots; provisional ballots; other election materials; appointment of judges and clerks; duties of election judge; duties of election clerks; election day procedures; opening the polls; checking in and verifying voters; casting of ballots; early and absentee voting; closing of the polls; counting the votes; canvassing the votes; issuing election certifications; organization of the board; election timeline.	43

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7	<b>Understanding the procurement code</b>	The Procurement Code - summary, purpose; what is covered?; when does it apply?; when does it not apply?; procurement methods; small purchases; NM State Use Act; sole source purchases; competitive sealed bids; competitive sealed bid steps; competitive sealed proposals; competitive sealed proposal steps; competitive sealed qualification-based proposals; steps to competitive qualification-based proposals; existing contracts; receipt, inspection, acceptance or rejection; payments.	56
8	<b>Understanding the NM legislative process</b>	Structure of state government; NM state legislature; 30-day vs. 60-day session; legislative committees; House standing committees; Senate standing committees; testimony protocol; legislative staff; legislative measures; legislative process, introduction of bill through passage; the most recent session; the upcoming session - dates and deadlines; capital outlay requests and process; funding sources for legislative appropriations, capital outlay; funding sources for legislative appropriations, general fund; funding sources for legislative appropriations, general obligation bonds; other funds.	32